

S E C R E T

DDA 85-1701

10 MAY 1985

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:

Executive Officer to the DDA

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SUBJECT: Weekly Reports - Communications Between DDA Offices

REFERENCE: Individual Office Weekly Reports for the Periods Ending
3 and 10 May 1985

1. Harry asked that I send you copies of the Weekly Reports submitted by each of our offices for the periods ending 3 and 10 May 1985. He wants you to route these reports through your offices so your managers can see what the other offices are doing, how they report, and how his staff selects items for the DDA Weekly Report to the DCI.

2. We know that the DCI, DDCI and ExDir carefully read the DDA Weekly Report. Harry always takes a copy of our report to the Monday morning DDCI and the Tuesday morning DCI staff meetings because more often than not he is questioned or asked to elaborate on one of the items contained therein. Our report is read and provides essential communications concerning our Directorate activities. These reports must be carefully done and represent our best effort.

3. Most of you are providing us with a Weekly Report which contains just about all of the information that you are able to provide. Some offices are still striving to produce a better Weekly Report. We hope that your review of the attached nine individual office Weekly Reports will be helpful in fine-tuning your own. The format you use is not as important as the content. We would appreciate your asterisking those paragraphs that you recommend be included in our report to the DCI. Any sensitive material that you wish included should be an attachment to your report and if we select it for the report to the Director, we will show it as an Eyes Only attachment. These Eyes Only attachments will be given to the DCI and DDA copies only.

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4. We solicit your questions and comments concerning the Weekly Report process and suggestions for improvement. For those offices who have not focused on these Weekly Reports recently, we urge you to do so and take full advantage of this weekly opportunity for communication with the top Agency management and with your fellow DA office managers.



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Attachments:

As stated

ORIG:EO/DDA:[redacted] 10 May 85

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Distribution:

- 1 - Ea. Adse w/atts.
- 1 - DDA Subj w/o atts.
- 1 - DDA Chrono w/o atts.
- 1 - EO Chrono w/o atts.

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